



***The Mission of Information Technology Services is to serve the citizens of Nebraska by providing premier information technology leadership, policy and operations, which facilitate an effective, responsive and efficient government.***

**Governor's Residence 50<sup>th</sup> Anniversary  
Website Celebration Project  
*Tod Wyrick***

In a collaborative endeavor between the Office of the CIO and First Lady Sally Ganem, and on the heels of the newly redesigned Governor Heineman website, the OCIO Web Development Team designed and developed a new website to celebrate and commemorate the upcoming 50th anniversary of the Governor's Residence. The Residence site ([www.governorsresidence.ne.gov](http://www.governorsresidence.ne.gov)), which was recently released to the public, consists of informational pages, video interviews, virtual tours, and a photo gallery of the residence. The "About", "News", and "Events" pages within the new Residence site give the public an overview and brief history of the Governor's Residence, breaking news, and upcoming events related to the Residence. The "Photos" section provides site visitors with pictorial views of the courtyard, walking paths, and various items located within the Residence. The Reminiscence section of the Residence site includes video interviews of former Nebraska Governors and their Families sharing their recollections and memories of living in the Residence. Also included in the Residence site, is a Virtual Tour section. The Virtual Tour section gives people from all over the globe the ability to experience the splendor of both the interior and exterior of the Residence via 360 degree rotating images captured and developed by the OCIO Web Development Team.

**The 2007 Annual Report from the Office of the CIO  
*Steve Henderson***

Since Brenda Decker became Nebraska's Chief Information Officer in 2005, each year the Office of the CIO has issued an Annual Report. This report has been a means by which the organization has shared information regarding accomplishments, emerging issues, and challenges the state faces in the realm of information technology. Throughout all the reports, there has been a recurring theme about partnership, collaboration, and increased efficiency and effectiveness in the delivery of IT services.

Staff members within the Office of the CIO are putting the final touches on the 2007 report as you read this article. By the end of this month, the new report will be posted at the Office of the CIO website (<http://cio.ne.gov>). Certainly, discussion of

this topic creates a wonderful opportunity for all of us in the Office of the CIO to thank you, our customers, for your business – and to tell you that we look forward to serving you in the years to come. We hope you enjoy reading the 2007 Annual Report.

## **Safeguarding your Data**

*The following is an excerpt from the March 2007 Cyber security Newsletter*

How do you safeguard sensitive/confidential data? The manner of protection often depends on what kind of data you are safeguarding, how important or sensitive it is to you, to your organization or your customers.

The following tips will help you become aware of how to protect data both at work and at home.

### **Types of data**

Data can be defined, or classified, with labels such as public, personal, sensitive, confidential, secret, top-secret, or other categories. The more valuable or sensitive the data, the more it needs to be protected. By classifying the data you handle you are performing the first step of protection – by knowing what your data is you can then implement specific kinds of controls for that data.

Below are tips on how to safeguard your data.

### **Access to the Data**

- **Password-protect your access** – Use a strong password or pass-phrase to protect access to your data.
- **Identify where the data is stored** – Have specific places within your network or computer where you store sensitive/confidential data.
- **Limit transportation and transmission of data** – Refrain from transporting or transmitting sensitive/confidential data if you don't need to do so. For example, don't allow sensitive/confidential data to be sent via email unless there is a clear need. When you do transport or transmit it, ensure that it has an appropriate level of security.
- **Limit physical access** - Whenever possible, store sensitive/confidential data on devices that are physically secured. Allow only authorized individuals access to those devices, and monitor access to those devices whenever possible.
- **Encrypt stored sensitive/confidential data** – Whenever possible, encrypt stored sensitive/confidential data, whether it is being permanently or temporarily stored. This can help prevent unintended disclosure even if your system has been compromised.
- **Limit the type of access an account or process requires** - Limit the kind of access to sensitive/confidential data based on how that data needs to be handled. For example, auditors often only require 'read' access to data files and cannot 'write' or alter a file's contents.

If you would like more information on safeguarding your data, please visit the Cyber Security website (<http://its.ne.gov/cybersecurity>) for tips and other articles.

## **Directory Listing Closing Dates**

<b>City / Location</b>	<b>Due Date</b>
Archer	August 15
Falls City	September 15
Hooper	August 1
Nebraska City	September 15

If you have questions about directory closing dates please contact Renee at 402-471-4701.

## **SkillSoft CBT Courses**

Participating agency personnel have access to all 250 courses. Note to participating groups if you experience problems with the courses or logging in please contact the CIO Help Desk to open a problem ticket (471- 4636 or IHELP).

We plan to provide detailed information on the winning RFP vendor and rates in the September edition of the Information Technology newsletter.

If interested in learning more about the SkillSoft CBT options contact Judy Davidson-Whitehead (471-7732 or [judy.davidsonwhitehead@cio.ne.gov](mailto:judy.davidsonwhitehead@cio.ne.gov)).

## **Training Tapes**

VHS training tapes on a variety of technology topics are available for check out. The featured video for July is "E-Mail Errors." This video is a discussion starter that focuses on practices that need to be avoided when using e-mail. The video discusses jokes, personal e-mails, confidentiality limits, angry replies, miscommunication, and accidentally replying to everyone. It's a great way to start the discussion on your agency's / divisions email policies.

The recommended approach is to view and then discuss the video contents in relationship to what your current practices are. This video is a product of The Telephone Doctor and is approximately 26 minutes in length and is closed-captioned. Use of the tape is free to customers of the Office of the CIO.

Contact Judy Davidson, 402-471-7732 or [judy.davidsonwhitehead@cio.ne.gov](mailto:judy.davidsonwhitehead@cio.ne.gov) if you require additional information or to request a full video library listing.